

RECEIPT OF DONATIONS GUIDELINES

- A. Per the documented IRS Guidelines, the Guild is required to maintain documentation of the receipt and disposition of all contributions (donations), both **Cash** and **Non-Cash** and by **Restricted** and **Non-Restricted**
- B. The Guild Treasurer has the responsibility for receipt and documentation of all Cash donations, both Restricted and Non-Restricted.
- C. The Tangible Assets Committee has the responsibility for all non-cash donations, both Restricted and Non-Restricted.

1. Receipt of Non-Cash Contributions

The guild may receive non-cash contributions with or without restrictions for their use. If verbal restrictions are included, the restrictions must be fully documented in writing, to include the donor's or a witness signature, if possible. This documentation should be maintained per the Guild's Bylaws and/or Standing Rules.

2. Classification of Non-Cash Contributions

All non-cash contributions must be evaluated by the committee for its potential usage to further the stated objectives of the Guild. Those items deemed "unusable" should be disposed of by sale or by donation to any appropriate organization. Usable items should then be classified as consumable or non-consumable. All consumable items should be evaluated and may be assigned for use by specific committees or organizations within the guild. All non-consumable items should be posted on a listing of assets to be maintained as a spreadsheet in the Financial Workbook, located in the Treasurer Reports tab of the guild's website.

3. Storage

All consumable or non-consumable items under the guild's control should be stored appropriately in the guild's storage unit. A listing of all non-consumable items "borrowed by" or "assigned to" a specific guild member, committee, or organization should be maintained per documentation procedures outlined by Guild Bylaws and/or Standing Rules. Consumable items classified as restricted should be stored separately from non-restricted items.

4. Authorized Usage

The usage of donated items classified as restricted shall be the responsibility of the assigned committee or organization. The usage of items received by the Guild as non-restricted may be utilized by any member in good standing, by a committee or by other guild-related organizations. The only caveats being that

individual members may only request items to produce charitable contributions and items requested by committees or other organizations must be used to further the objectives of the Guild.

5. Guild Asset Usage Request Form

Use the attached **Guild Asset Usage Request Form** for all requests for use of guild tangible assets. All requests for the usage of restricted items must be approved by the appropriate committee or organization before the request can be fulfilled by the assets committee. The form may be accessed via the Forms tab on the guild website.

6. Usage Request Fulfillment

All requests for use of guild assets should be fulfilled in a timely manner, ideally no later than the next guild general meeting. If the request can not be filled due to unavailability, the requestor should be notified immediately. Delivery options could include the requestor meeting a committee member at the storage unit, or the transfer of assets at a guild meeting.

7. Documentation

All documentation regarding the receipt, distribution, and use of contributions (donations) to the Guild should be maintained per guidelines outlined in the Guild Bylaws and/or Standing Rules.

8. Clarification

These recommendations **ONLY** apply to contributions (donations) received directly by the Guild, by any Committee of the Guild, or by any individual member of the Guild, acting directly or indirectly as a representative of the Guild. Contributions received from a donor directly by guild-related organizations (i.e. bees) are not constrained by IRS regulations and the usage and any required documentation of said contributions would be under the control of the receiving organization.

RGVQG Tangible Asset Usage Request Form

Date _____

Requested by (Name / Group) _____

Consumable or non-consumable asset being requested (be as specific as possible): Restricted Item _____ Non-Restricted Item _____

Date Asset is to Be Returned _____ **Date Returned** _____
For consumable items, please indicate N/A

Request Filled by _____ **Date** _____

Requested Items Received By _____ **Date** _____

Requests for Restricted Usage Items must be approved by:

Committee / Organization Chair _____ **Date** _____